

Lafayette County
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NOTICE OF JOB OPENING

TO: All County Employees
FROM: Valerie Steiner, HR Manager
DATE: March 19, 2015
RE: Available Position: Real Property Lister/GIS Specialist

Lafayette County is hereby posting this notice of position available for a full-time Real Property Lister/GIS Specialist.

Job description is attached. Hourly Salary Range \$19.50 to \$22.50.

This vacancy shall remain posted in the County system for a period of fourteen (14) days. This position will also be advertised.

Please submit resume and letter of interest by **Thursday, April 9, 2015 at 4:00 p.m.** to:

Valerie Steiner
Human Resources Manager
Lafayette County Finance Office

Real Property Lister/GIS Specialist
JOB DESCRIPTION

Classification: Full Time, Exempt
Salary: \$19.50 to \$22.50 per hour
Reports To: Treasurer
Date: March 17, 2015

JOB PURPOSE:

The position of Real Property Lister/GIS Specialist will be to serve as the County Real Property Lister, provide technical mapping services to the County, assist the Treasurer and Register of Deeds with property transfer and ownership information, and serve on the Land Information Council to collaborate with other County departments in the modernization of Lafayette County land information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare and maintain tax parcel mapping using County GIS software and methods

Collaborate with other County departments to maintain the integrity of land information as it affects the various codes and ordinances

Serve on the Land Information Council to assist the County in developing and implementing land information modernization efforts

Create and maintain real property ownership records and descriptions.

Create or correct legal descriptions.

Determine transfer of Title from legal documents.

Understand and draw maps of legal descriptions, both by hand and computer.

Split parcels as described on deeds and assign new parcel numbers.

Contact assessors and/or owners of split parcels in order to determine split values.

Resolve description problems with property owners and others.

Provide information to both Public and Private sectors on property information.

Resolve complex legal problems on deeds.

Research deeds, CSM's, plats and surveys for correct descriptions and draw maps.

Work with DOT and DOR in determining correct parcel identification.

Attend Land Information and Real Property Lister meetings and conventions as needed to keep current with changing requirements.

Provide back up support to Treasurer's Office

Provide back up support to Register of Deed's Office.

Assist in supervision of part time help at tax collection time.

In the absence of both the Treasurer and Chief Deputy Treasurer, be in charge of the Treasurer office and perform the necessary duties of the Treasurer.

Such other duties as may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required:

Experience in GIS mapping, preferably with ESRI products.

Experience with MicroStation highly desirable

Proficient with Microsoft Office products including Outlook

Experience in hand drawn mapping

Ability to understand and write complex legal descriptions for property.

Familiar with real estate terms and documents including plat books, transfer returns and certified survey maps.

Ability to work with the public, attorneys, abstractors, appraisers, and others regarding property descriptions.

Ability to calculate acreage and other complex math skills, such as discounts, interest, percentages, proportions, area, circumference and geometry.

Ability to research deeds and other documents in the Register of Deeds office.

Associate's degree and one year of mapping or real estate title work required.

Mapping certifications and/or credit hours desired but not essential.